



Maryland Judiciary

Job Announcement

mdcourts.gov/jobs

Opening Date:	September 10, 2015	Closing Date:	September 24, 2015
Job Title:	Researcher	Position Type:	Regular Full Time
PIN:	n16103	FLSA Status:	Exempt
Location:	Court Operations Administrative Office of the Courts Annapolis, Maryland	Grade/Salary:	J15 \$53,735 - \$64,400 (Depending on Qualifications)
		Financial Disclosure:	Yes

Essential Functions: Work on project teams to compile data and produce reports. Assist with analysis of statistics and writing/formatting annual reports. Proofread, edit and format program evaluation reports. Create MS Access and Excel databases as well as produce reports for special studies. Create online surveys, analyze results and write reports. Assist with the analyses of reporting needs and data quality/validity analyses in the Maryland Electronic Courts (MDEC)/Odyssey Case Management system environment. Assist the Director in coordinating the research conducted by state universities. Prepare reports for meetings, create PowerPoint presentations and assist with training and application testing. Conducts research related to the development of data collection and reporting in MDEC and assist with fiscal estimate responses to the General Assembly. Work independently and as part of a team on specialized projects of an emergent nature. Provides staff support to Judicial Branch management committees/subcommittees. Requires occasional overnight travel. Provide assistance to other areas within the Department and the Administrative Office of the Courts as directed.

Education: Bachelor's Degree from an accredited college or university.

Experience: Three years of related work experience which includes statistical analysis and research experience.

Preferred: Master's Degree in social science research, public policy, judicial administration or related field highly preferred. Previous training in court processes, case management, or project management desired.

Skills/Abilities: Ability to provide statistical analysis of data. Knowledge of court processes, procedures and practices. Ability to perform statistical analyses using software packages (e.g. statistical software, MS Access, MS Excel, MS Word, and PowerPoint). Ability to demonstrate strong analytical and problem solving skills. Ability to convey complex data in a straight-forward and meaningful way using charts, graphs, and narrative explanations. Ability to demonstrate excellent writing skills. Ability to demonstrate excellent skills in editing and the formatting of reports. Ability to manage several projects simultaneously. Ability to use online survey software. Ability to demonstrate strong verbal and written communication skills. Ability to interact professionally with a diverse group including executives, IT personnel, consultants and subject matter experts. Ability to work independently and prioritize assignments across multiple initiatives. Ability to organize and facilitate discussions with diverse groups. Ability to travel with occasional overnight travel. Ability to perform all essential job functions.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted). The candidate selected for this position will be subject to a background check.

Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. The Maryland Judiciary does not discriminate against an applicant because of an individual's race, color, religion, sex, sexual orientation, pregnancy, national origin, age, disability, or genetic information. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.